

# Mississippi Department of Health

## Application for Recertification Private Review Agency

I. **Agency** \_\_\_\_\_

**Address** \_\_\_\_\_

Number and Street

City

State

Zip Code

**Telephone Number** ( ) \_\_\_\_\_

**Fax Number** ( ) \_\_\_\_\_

**Director** \_\_\_\_\_ ( ) \_\_\_\_\_

Name

Title

Telephone Number

**Person to be contacted for additional information:**

\_\_\_\_\_ ( ) \_\_\_\_\_

Name

Title

Telephone Number

II. **Specify if Agency is operated by an individual, partnership, corporation, or other.** \_\_\_\_\_

**A. If operated by an individual, provide name and address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. If operated by a partnership, provide full name and address of each partner:**

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**C. If operated by a corporation:**

**1. Provide full name and address of corporation:**

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**2. Provide full name, title and address of each officer:**

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**D. If the facility is owned by a corporation, list each individual who owns five (5) percent or more of the stock, including their current mailing and/or street address and percentage of ownership. If five (5) percent or more of such stock is owned by another corporation, furnish the same information requested above.**

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**III. Agency Employees:**

	Full-time	Part-time	Under Arrangement
<b>Administrative</b>	_____	_____	_____
<b>Physicians</b>	_____	_____	_____
<b>Registered Nurses</b>	_____	_____	_____
<b>Clerical</b>	_____	_____	_____
<b>Other (Specify)</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**If a physician review organization is utilized by this agency, provide name and address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. How does this agency address the requirement that no adverse determinations shall be made without prior evaluation and concurrence in the adverse determination by a physician licensed to practice in Mississippi?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- V. Based on the agency's activities in Mississippi during the past two years of certification, please provide the following statistics:

**Total Number of Precertification/Preadmission Reviews** \_\_\_\_\_

**Total Number of Concurrent Reviews** \_\_\_\_\_

Total Number of Denials \_\_\_\_\_

Total Number of Appeals \_\_\_\_\_

Total Number of Denial Decisions Reversed \_\_\_\_\_

**Total Number of Retrospective Reviews** \_\_\_\_\_

Total Number of Denials \_\_\_\_\_

Total Number of Appeals \_\_\_\_\_

Total Number of Denial Decisions Reversed \_\_\_\_\_

- VI. If there have been any changes in the following documents, please submit with this recertification application, and designate the changes.

A. Utilization Review Plan that includes a description of review criteria, standards and procedures to be used in pre-admission certification of proposed hospital and medical care, concurrent and retrospective review of delivered hospital and medical care, and the provisions by which patients, physicians, or hospitals may seek reconsideration or appeal of adverse decisions by the private review agent.

B. Type and qualifications of all personnel who perform utilization review.

- C. Policies and procedures to insure that a representative of the private review agent is reasonably accessible to patients and providers in this state.
- D. Policies and procedures to insure confidentiality of individual patient's medical records.
- E. Copies of materials used to inform patients and providers of requirements of the Utilization Review Plan.
- F. List of the names and addresses of all third party payers for which the private review agency performs utilization review in Mississippi.

I (we) do hereby certify on behalf of \_\_\_\_\_ after diligent research, inquiry and study, that the information and material contained in this foregoing application for a certificate is true, accurate and correct, to the best of my (our) knowledge and belief. It is understood that the Mississippi State Department of Health will rely on this information and material in making its decision as to the issuance of a certificate, and if it finds that the application contains distorted facts or misrepresentation or does not reveal truth and accuracy, the State Department of Health may reject the application. It is further understood that if a certificate is issued based upon the evidence contained in the application, such certificate may be canceled or revoked, if the State Department determines its findings were based on evidence not true, factual, accurate and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Make checks payable to:**

**Mississippi Department of Health**

**Mail to:**

**Mississippi Department of Health  
Health Facilities Licensure & Certification Division  
P.O. Box 1700  
Jackson, Mississippi 39215-1700**

